

**Virginia Comprehensive Assistance Network [VA CAN] Meeting**  
**June 22, 2004**

**Meeting Notes:**

**Attendance:**

Richard Rasmussen – DEQ, Andy Feagans-DMAS, Keith Boisvert – DEQ, Jim McKean- DBA, Linda Hawkins- IRS, **Brenda Eggleston-DEQ** and Chuck McCarty - DEQ.

**Note:** **Bold** indicates first time attendee.

**1. Opening/Introductions**

Round-the-table introductions and descriptions of programs represented.

**2. VA CAN Website**

Richard introduced Brenda Eggleston, who is responsible for developing and maintaining the VA CAN site. He then did a live demonstration of the website. The group discussed each part of the site. Suggestions for changes to the site included: events listed on the calendar that are multi-days should show indicate such; meeting minutes for 2004 need to be added and previous year's should be archived; topics that Richard emails to the entire group might also be posted on the site under "What's New" or on the events calendar; and the need to update the sample new article. There was also discussion regarding establishing a specific VA CAN-only site and/or having its own domain.

**3. April 14<sup>th</sup> Renewal and Planning Session – Discussion**

- The meeting notes were discussed.
- The **Tactical Action Table** was reviewed and discussed. Tracy will prepare and forward in the next couple weeks an outreach plan. [She sent her regrets that due to a family conflict she was unable to attend the meeting.] Richard has agreed to maintain the calendar and the website [with Brenda's expertise], plus the tabletop display. Linda agreed to replace Mary Beth on resource presentations workgroup for VA CAN meetings. Jim mentioned that he felt the group's structure needs to be clarified before pursuing funding resources. Jim also assumes the role of Chair at the end of this meeting.
- The **Vision and Mission Statements** developed at the April meeting were discussed.

**NOTE !!!:**

**Following the April 14<sup>th</sup> Meeting there were not any suggestions or comments received concerning the draft "new" Vision and Mission Statements for VA CAN. We had hoped to adopt these at this June meeting but due to the smaller than usual attendance at the meeting it was felt that we should provide an additional opportunity for review and comment. Consequently, the draft "new" Vision and Mission Statements will be posted on the VA CAN website for additional review and comment. Check in "Whats New" on the [VA Can Website](#).**

**Everyone is asked to review them and send any comments to Richard Rasmussen by July 30<sup>th</sup>. An email will be sent to everyone to give them the web address and request them to review and comment by the July date.**

#### **4. Show and Tell**

- **Program Updates**

- Keith Boisvert mentioned 3 upcoming events- Virginia Energy Fair is on October 8-9<sup>th</sup> in Richmond; Association of Energy Conservation Professionals 5<sup>th</sup> Annual Green Living and Energy Expo in Roanoke is on December 3-4; and applications for the Bay Environmental Excellence Awards are due on July 16 and the award ceremony will be held on October 14<sup>th</sup>.
- Andy Feagans reviewed the latest efforts to spread the word about FAMIS: mailings to hourly state workers of the benefits; a partnership with CVS to reach employees and customers; looking for help to reach out to Temp agencies and their clients/employees. The Governor has set a goal for an enrollment of 100,000 by the time schools open and the current numbers are around 92,000.
- Linda Hawkins explained that IRS is promoting E-Filing and have a goal of 80% of tax forms will be E-Filed by 2008. She mentioned the various forms and activities that are now available by E-Filing and electronically. She mentioned that two curricula that have been developed to train people in the construction and cosmetology fields. She also mentioned ethics training is being done with CPAs.
- Jim McKean talked about the quarterly seminar being held on June 23 in Norfolk for women and minority businesses to learn the procurement process for state contracts. He also mentioned changes at DBA due to budget cuts- the small business research center and funding for small business incubators go away on 6/30/04. Also, that DMBE and DBA will not be merged since funding to continue both agencies separately has been found.
- Richard Rasmussen mentioned that he had attended the National Small Business Ombudsman/Small Business Assistance Programs/Compliance Advisory Boards Conference earlier this month. He mentioned some upcoming environmental issues that were discussed at the Conference: upcoming standards that will impact area sources/small businesses [i.e. auto body shops]; and air permits for farming practices being established in California. He said that the USEPA will be holding the 2<sup>nd</sup> National Small Business Summit on the Environment in Washington, DC possibly in March 2005. He talked about how USEPA's Region III is looking at programs/efforts to reduce or prevent the diesel emissions from trucks idling at truck stops.

#### **5. Installation of New Chairperson –**

Jim McKean was installed as the new VA CAN Chairperson.

#### **6. Need Additional Information for VA CAN Booklet**

There is still a need for the “blue page” information from most VA CAN members. It would include a one sentence description of each program you want listed with the appropriate contact information [phone number, address, web site, etc.].

#### **7. Follow Up/Next Meeting** will be August 10<sup>th</sup> at the DEQ Piedmont Regional Office at 10 AM.